



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 13-60**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>Operations Management Craftsman</b>	<b>AFSC:</b> <b>3E6X1</b>	<b>OPEN DATE:</b> <b>21 MARCH 2013</b>	<b>CLOSE DATE:</b> <b>20 APRIL 2013</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>176<sup>th</sup> Civil Engineering Squadron, Joint Base Elmendorf Richardson, Alaska</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E5 Maximum: E6</b>	
<b>SELECTING SUPERVISOR:</b> <b>SMSgt Galvez</b>	<b>VACANCY:</b> <b>0261440</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 333333</b>	

## AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**ANY AFSC**)  
Area 2 Alaska Army and Air National Guard members (**MUST HOLD 3EXXX AFSC**)  
Area 3 Nationwide (Military members eligible for membership in to the AKANG **MUST HOLD ADVERTISED AFSC**)  
*\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

## MAJOR DUTIES MAY INCLUDE

- Responsible for activating and managing Civil Engineer (CE) command and control centers during peacetime, wartime, and contingency operations
- Process and control work requirements and manages CE Material Acquisitions in contingency, wartime, and peacetime situations for work performed by CE work forces
- Maintain accountability of resources, such as equipment, personnel, Class IV materials and facilities
- Establish and manage the operation of the command and control centers and customer focal point
- Implement and manage the customer satisfaction program
- Respond to customer inquiries. Prepare and manage work requirements during approval, processing, and completion stages
- Recommend method of accomplishment based on existing capabilities. Develop, monitor, and manage work order priority program
- Monitor work costs to ensure compliance with legal limits or support agreements
- Operate computer and communication equipment to support work force management activities
- Manage preparation and maintenance of work force records and reports
- Perform quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies
- Manage and ensure a continuous workflow. Manage priorities and work plans, and monitors work status
- Manage recurring work program and provides non-technical automated assistance as needed
- Ensure identification of environmental concerns. Develop and administer facility manager program
- Analyze work activities to ensure quality and compliance with policies, current directions, and other publications
- Evaluate inspection findings and recommends corrective action
- Collaborate with engineer and environmental planning functions to prepare and execute CE programs and plans
- Ensure coordination and/or collaboration with all appropriate agencies
- Perform Quality Assessment Evaluation and develops Statement of Work on non-technical contracts, interfaces with host nations on maintenance requirements, purchase agreements, and service contracts
- Manage and advise on issues related to the operation career field. Resolve complex issues related to CE cost and reimbursement, work performance, progress trends, standards and policies
- Manage Civil Engineer Material Acquisition processes and systems
- Perform Civil Engineer Class IV construction material, storage management, receiving, processing and requisitioning
- Perform additional duties as assigned

## INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **SECRET (eligible to obtain)**
- APTITUDE REQUIREMENT - GENERAL – 44
- STRENGTH APTITUDE – Demonstrated weight lift of 60 LBS
- Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*
- Ability to speak clearly, concisely, and distinctly

## PREFERRED QUALIFICATIONS

- Knowledge is mandatory of CE policies, operations practices, and procedures for constructing, maintaining, and operating real estate, facilities, systems, and equipment; supply procedures, directives, and policies; information management systems use; and work force management requirements, interpretation, and application of technical guidance, directives, operational plans, and command policies

**\*See page 2 for All Required Documents for Considerations\***

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800.** Complete applications must be received in HRO office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-10 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>))
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. Cover Letter & Resume
6. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
7. Signed Statement of Administrative demotion (Available on <http://dmva.alaska.gov/employment.htm>)
8. Last 3 Enlisted Performance Evaluations (If applicable)
9. CURRENT AGR/Mobility/ADSW Orders (If applicable)
10. Signed Statement of Agreement to Retrain (If applicant does not possess AFSC)
11. Letters of Recommendation will be accepted

**\*\*SUBMIT NO STAPLES/NO BINDINGS\*\***

### QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

### MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO  
Building 49000 Room D-209, Post Office Box 5800  
Joint Base Elmendorf Richardson, AK 99505-5800

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.